



Maryland Department of
Juvenile Services
Treating • Supporting • Protecting

One Center Plaza
120 West Fayette Street
Baltimore, MD 21201

Anthony G. Brown
Lt. Governor

Martin O'Malley
Governor

Donald W. DeVore
Secretary

December 19, 2008

Re: 08-JS-053 RFP For Structured Shelter Care Program In Baltimore County

Dear Potential Offeror:

Attached please find Addendum No. 2 and the Conference Minutes for the above referenced solicitation.

Offers for this RFP are to be submitted to the Procurement Officer by the revised due date of January 16, 2009 no later than 3:30 p.m. to Marcus V. Filson, Department of Juvenile Services, One Center Plaza, 120 W. Fayette Street, Rm. 334, Baltimore, Maryland 21201. Late offers will not be accepted.

Please acknowledge receipt of the Addendum and cover letter to the Addendum by faxing a signed copy to fax number 410-333-4191.

Sincerely,

Marcus V. Filson (DG)

Marcus V. Filson, Director
Office of Procurement

MVF:da

Acknowledgement:

Name

Date

Organization



REQUEST FOR PROPOSALS FOR
STRUCTURED SHELTER CARE PROGRAM IN BALTIMORE COUNTY
SOLICITATION NO. 08-JS-053

The RFP is amended as follows:

1. Correction to the Minutes – Section 2.12 Contract Approval And Award, change the 1st sentence to read as follows:

This is a fixed unit price Contract, meaning we have 2 group rates, 1-5 youth and then 6-10 youth.
2. Section 2.7.1 Deadline For Proposal Submission and Submission Instructions, change the 1st paragraph, 1st sentence to read as follows:

Proposals must be received by Marcus V. Filson, Procurement Officer, no later than January 16, 2009.
3. Section 2.7.2 Deadline For Proposal Submission And Submission Instructions, change number 3 to read as follows:

Proposal Due Date and Time: January 16, 2009, 3:30 p.m.
4. Section 2.16 Subcontractors/MBE Subcontract Goal, change the 2nd paragraph, 1st sentence to read as follows:

A Maryland certified MBE subcontract goal of 20% of the total Contract dollar amount has been established for this procurement.
5. Section 5.7.4 Training And Staff Development, delete the entire 1st paragraph and replace with the following:

The Contractor shall provide employee training in accordance with COMAR 14.31.05, 14.31.06 and 14.31.07

Please acknowledge receipt of this Addendum by dating, signing and faxing a copy to my office at 410-333-4191 as soon as possible. A signed copy of this Addendum shall be submitted with your Technical Proposal.

Name/Typed

Signature/Date

Organization

MINUTES

PRE-PROPOSAL CONFERENCE FOR RFP FOR STRUCTURED SHELTER CARE PROGRAM IN BALTIMORE COUNTY SOLICITATION №: 08-JS-053

DATE: December 10, 2008
TIME: 10:00 a.m.

PLACE: Structured Shelter Care facility
406 Valley Road
Catonsville, Maryland 21228

DJS STAFF PRESENT:

Marcus V. Filson - Office of Procurement
Cheryl Brown - Program Evaluation
Hubert Jones - Office of Procurement
Margo Wilson - Contract Management Unit

Victoria Dunn - Office of Procurement
Denise Anderson - Office of Procurement
Vecchionia Dixon - Minority Business Enterprise Office
Cynthia Spencer - Contract Management Unit

POTENTIAL OFFERORS PRESENT:

Guide Program, Inc. - Michael James
Guide Program, Inc. - Scott Birdsong
Parker Therapeutic Services, Inc. - Gary Parker
Vision Quest National, Inc. - Mike Diaz
Vision Quest National, Inc. - Keith Ludwig

INTRODUCTION – Presented by Marcus V. Filson

Mr. Filson began the conference by announcing that this was a Pre-Proposal conference for A Structured Shelter Care Program in Baltimore County. The solicitation number is 08-JS-053. It is posted on eMaryland Marketplace as solicitation number V00SO247247.

He presented the basic requirements for the submission of proposals. Vecchionia Dixon, Minority Business Enterprise Administrator, went over the specific requirements on how to submit the MBE Affidavits and Forms. Hubert Jones presented the Specifications in Section 5 of the Request for Proposals (RFP). The panel entertained questions from Offerors.

Mr. Filson asked the Offerors to hold their questions until after the RFP was presented. He announced that the minutes, any addendum and questions and answers will be posted on the eMaryland Marketplace website. Any additional questions and answers from prospective Offerors will also be posted on eMaryland Marketplace.

Presented by Marcus V. Filson

Section 1 – Introduction - Section 1.1 Project Summary

As described on Page 1 of the RFP under Project Summary, Juvenile Services is soliciting Proposals from for-profit or not-for-profit organizations to operate the structured shelter care program for males from ages 12 through 20, not 12 through 18 as noted in the solicitation, located here on the grounds of Spring Grove Hospital. This is a ten bed facility. The average length of stay is 30 days although it could be shorter or longer.

2.1 Issuing Office

On Page 3 you will find contact information for the Chief of Procurement (name, address, email, telephone and fax numbers). It is preferred that all questions be e-mailed to the Procurement Officer.

2.2 Request For Proposals

This procurement is conducted by Competitive Sealed Proposals, which means you have to submit a separate Technical Proposal and a separate Financial Proposals. The Technical Proposal is evaluated first. If you pass all of the basic requirements, your Technical Proposal is considered susceptible of receiving an award. If it is determined that it's deficient, you will be notified that it is not susceptible of receiving an award, and your Financial Proposal will be returned unopened. You may also ask you to come in and make a presentation and have discussions about your proposal.

If your Technical Proposal is considered susceptible of receiving an award , your Financial Proposal will be opened and evaluated.

2.3 Contract Terms

This is a 3 year Contract with 2 renewal options. We are changing the maximum increase for renewal options to the CPI for D.C/Maryland/Virginia/West Virginia or 6%, whichever is the lesser amount.

2.5 Modifications To RFP

If I make any changes or modifications to the RFP, an addendum will be posted on e-Maryland Marketplace, and all known Offerors will be notified. Offerors will acknowledge addendums by signing, dating and faxing a copy back to the Procurement Officer. A copy must also be included in your Technical Proposal.

2.7 Deadline For Proposal Submission And Submission Instructions

Your Proposals are due by January 9, 2009, by 3:30 P.M. Sealed Proposals have to be delivered to the Procurement Officer. Proposals will not be accepted if they are late. If the due date is extend, it will be done by addenda and posted on eMaryland Marketplace.

Note: Due date has been extended to 1/16/09; 3:30 p.m. by Addendum Number 1 after the Pre-Proposal Conference.

2.9 Irrevocable Price Proposals

When you submit your Proposal, it is good for 120 days.

2.11 Public Information Act Notice

Other organizations may want to receive a copy of your Proposal or Contract and they can do so under the Public Information Act Notice. If there is any proprietary information that you do not want disclosed, you need send a written request to the Procurement Officer.

2.12 Contract Approval and Award

This is a fixed unit price Contract. It has two group rates for reimbursement, 1-6 and 7-12 youth. During the course of the Contract term, you would send in an invoice monthly with your program roster attached. The roster should reflect the average daily population for the affected period and show a ADP falling into one of the two group rates.

Correction: Group rates should be for 1-5 youth and 6-10 youth.

Financial Proposals will include the detailed financial forms, included as an exhibit to the RFP. These forms will show how you get to your proposed group rate. This information is needed for comparison purposes, when your Financial Proposal is evaluated.

The Contract references where all the exhibits and attachments, which are incorporated into the Contract, can be found. If you have any questions, please ask before the Proposals are due. When you submit your Proposal, you are stating that you are accepting the terms and the conditions of the language in the Contract along with the policies and procedures contained within.

There is no advance payment.

2.15 Minority Business Enterprise Participation (MBE)

The MBE goal is 12%. This is a very important part of the submission process. If you don't fill out the forms properly identify the MBE's and make sure they are certified, and make sure that your percentages for subcontractors add up to 12%, you will be declared non-responsive and not eligible for award.

Note: The MBE participation goal has been increased to 20% by Addendum Number 1 after the Pre-Proposal Conference.

2.16 Subcontractors/MBE Subcontract Goal Presented by Vecchionia Dixon

Mr. Filson emphasized that the submission, completion and accuracy of the MBE forms is critical. For this particular solicitation, Exhibit № 8 contains the MBE Forms. On this first page, you will only check off one of the two blocks. The first block indicates that you can meet the goal that is contained in this solicitation. If, after you have done exhaustive research, you cannot meet the goal, you would then check the second block, requesting a wavier of the percentage that you cannot fulfill.

There are two forms that you must submit with your Proposal. The Affidavit that states that either you can or cannot meet the requirement, and the MBE Participation Schedule. On this one you would list the names of your certified MBE subcontractors.

Make sure that whoever you are hiring is certified by MDOT (Maryland Department of Transportation). List their name, what they will be doing and their certification number. They must be certified in the area for which you are hiring them.

Please do not include any dollar amounts since this is a part of your Technical Proposal which does not allow any financial data. Make sure at the bottom that it adds up to the total that you are given.

If you are notified that you are the successful offer, within ten days of being notified, you will have to present Attachment C, your outreach efforts and attachment D, which indicates that you have spoken to your subcontractors and they have put in writing they agreed that if you win this Contract that they are willing to work with you.

This version of the RFP does not contain liquidated damages for failure to submit the MBE Forms. However, we will look at this and possibly make it an addendum.

The last 2 forms of the MBE, Attachment E and Attachment F are monthly forms which should be submitted to the Department and states your MBE payment activity. Attachment E is submitted by the prime Contractor and Form F is the sister companionship form that the subcontractor shows payments that they received and payments that they are expecting to receive.

It is expected that when a subcontractor performs services, submits an invoice, payment is made within 30 days. We are expecting you to pay your subcontractors promptly. There is an article in the Contract, Attachment E - Article 39, which addresses prompt payment to subcontractors.

2.16 Subcontractors/MBE Subcontract Goal Presented by Marcus V. Filson

If you have someone you want to use, who is in the process of being certified, they will not count towards your

goal. You would have to request a waiver.

Be careful who you chose as your MBE subcontractors. It is hard to terminate the Contractor unless you can show extremely poor services, lack of cooperation or lack of availability. You will be responsible for them because the Contractors are working for you.

The official MDE directory can be found at www.mdminoritybusiness.com.

2.17 Corporate Registration

Make sure you are registered with the Department of Assessments and Taxation. Make sure your resident agent status is up to date.

2.20 Commercial Nondiscrimination

Subcontractors can not discriminate. If you have any knowledge that this is going on, notify our Department.

2.21 Living Wage Requirements

The new living wage requirement goes up every year with the cost of living. This is a Tier I Contract, so any employee who works on this Contract has to be paid a minimum of \$11.72 per hour for the first year of the Contract. If the cost of living goes up in the next year, it will change.

2.22 eMaryland Marketplace

You must be registered with eMaryland Marketplace to receive an award under this solicitation. You downloaded the RFP from this site. There is no cost or fee to register.

3.2 Format For Technical Proposal

This tells you how to submit your Proposal and how to organize it. It also tells you what is required in the different sections and you must also number your pages. Make sure you address each section.

Any financial information relating to your Bid Price can not be listed in the Economic Benefit section of your Technical Proposal. You must use percentages.

Your Technical Evaluation will be evaluated on how you propose to operate the program. If acceptable your Financial Proposal will be reviewed.

3.3 Format For Financial Proposal

Make sure you have a title/cover page that tells the name of your organization and that it references this solicitation. It should be sealed, and not in an open box.

Your itemized budgets will be filled out for three years for what you would need to operate the program. You would then decide what you would need to operate the program for 1-5 range and for the 6 – 10 range. You can explain that in your budget narrative.

4.4 Discussions

If we hold discussions, it will be with each Offeror who is considered to be susceptible of receiving an award. Prior to that we may just ask you to present your Technical Proposal, depending on how the evaluations are conducted.

4.5 Best And Final Offers

If we believe after the proposals have been evaluated that the cost is prohibitive, we may request a best and final offer if it does not jeopardize the program..

4.7 Evaluation Criteria For Proposal

Your proposals will be evaluated in descending order of importance as listed on page 20 of 46.

Presented by Hubert Jones

Section 2 – Specifications - Section 5.1 Project Criteria

Please note that the correct age for this program is 12-20.

5.2 Referrals, Admissions and Discharges

The Department shall control all referrals and admissions to this program.

5.2.1 Referrals

Generally, the referred youth shall be accompanied by an emergency shelter care authorization form or court order. The solicitation describes youth that are considered to be appropriate as well as inappropriate for this program.

5.5.2 Admissions

DJS shall control all admissions to the facility. If a waiting list occurs, they may elect to set priorities for admission.

5.2.3 Discharges

The Department shall control all discharges from the program.

5.3 Completions And Early Discharges

A youth will be considered as having successfully participated in the program if during his participation there has been absence of further formal delinquency charges and compliance with the program.

5.4 Required Program Components

The Contractor shall be licensed and services provided shall be in accordance with the special requirements of a shelter care facility under COMAR 14.31.05, 14.31.06 and 14.31.07.

You will be expected to provide family assessment and intervention, case management services, provide community service for youth to perform and an education program shall be provided by the Contractor or the local school system. You must also provide substance abuse screening, education and referral.

5.4.7 Gender Specific Programming

Since this is an all male program, programming should appropriate for the male gender.

5.4.8 Self Enhancement

The Contractor shall provide self enhancement programming to all youth.

5.4.9 Mental Health Screening, Crisis Intervention And Suicide Assessment And Prevention

All youth admitted to the program should be screened. The MAYSI-2 should be administered within 2 hours of their admission to the program.

5.4.10 Supervision And Discipline

We will be issuing an addendum to this section, items A – E. Item F still applies. Room restriction is no longer allowed by licensing regulations. It replaces it with "Time Out."

5.4.11 Transportation

Youth are transported to shelter care by the police, sheriff's department or by Department of Juvenile Services Transportation Officers. Sometimes DJS Case Manager may transport youth to shelter care.

The Contractor shall transport the youth to and from health care appointments, recreational activities and any and all program related events. The Contractor may not use 15 passenger vans to transport youth due to the propensity to tip over if not properly operated.

5.5 Client Grievance Procedure

The Juvenile Services Youth Grievance Policy will be utilized as the grievance procedure for the Contract.

5.6 Performance Measures/Program Quality Improvement

This section outlines what the Department considers critical outcomes of the program. It also lists some indicators. It is your responsibility to report your progress in meeting these outcomes, to DJS as specified in the RFP specifications.

5.6.2 Program Quality Improvement

The Contractor shall submit annual evaluation reports to the DJS Office of Research and Evaluation.

5.7.1.1 Incentives

This section lists the incentives for this Contract.

5.7.1.2 Liquidated Damages

There are 3 liquidated damages for this program.

5.7.2 Fiscal Management

The Contractor shall maintain properly executed payrolls, timesheets, invoices.

5.7.3 Personnel

The Contractor shall have a staffing plan that addresses COMAR 14.31.06.05H and include the total number of staff per position. You should have sufficient staff to cover in the event of illness, vacations or other absences. The required program positions are program administrator, human services professional, direct care workers, shift leader, family interventionist, teacher, administrative staff, cook/housekeeper, relief persons, maintenance staff, consultants, dietician, physician, dentist, student interns, citizen and volunteer involvement and an advisory board.

An advisory board is needed if the organization is registered outside of the State of Maryland. It must be

consistent with COMAR.

5.7.4 Training And Staff Development

Where applicable, the Contractor shall comply with the Correctional Services Article of the Annotated Code of Maryland regarding hiring procedures, minimum qualifications, etc. for employees whose duties include the investigation, custody, control or supervision of minors, juvenile delinquents and youthful offenders.

5.7.5 Driver's License And Vehicle Insurance

Employees must possess a valid driver's license if they drive any vehicle for the purpose of transporting youth or their families or for any other service related to this Contract. They shall have appropriate auto insurance.

5.8 Records And Reports

This section lists the reports that are required, youth records, discharge summaries, program reports, incident reports, statistical reports, program roster and annual reports. This section also tells you where to submit these reports.

5.9.2 Maintenance

This addresses the Contractor's responsibility in reference to the maintenance of the building.

5.9.3 Supplies And Equipment

This addresses the Contractor's responsibility in reference to supplies and equipment.

5.10 Sanitation

The Contractor shall obtain approval from the public health authorities in the jurisdiction in which the program operates.

5.11 Safety And Emergency Procedures

The Contractor shall obtain approval from the public fire authorities in the jurisdiction in which the program operates.

5.12 Food Services

This section addresses the requirements of providing food services for youth.

5.13 Health Care Services

The Contractor shall provide medical and dental services in accordance with COMAR 14.31.06.13.

5.14 Health Insurance Portability And Accountability Act

This section addresses the confidentiality of health records.

5.16 Community Relationship And Involvement Opportunities

This outlines the Contractor's responsibility in this area.

5.17 Insurance

The Contractor is required to supply to the Procurement Officer, prior to the signing of the Contract, insurance certificates in the amounts specified in the Contract.

5.18 Standards Of Conduct And Disciplinary Process

This section addresses the Contractors' responsibility in regards to the DJS Standards of Conduct and Disciplinary Process. It also specifies the portions that don't apply to the Contractor.

5.19 Other DJS Policies And Directives

Policies and directives may be accessed by going to the DJS website, www.djs.state.md.us.

5.20 Communication With The Courts

The Department shall be responsible for all communications with the Juvenile Courts with respect to any youth that are served under this program. However, the Contractor is obligated to respond to lawful orders pertaining to them, from the court.

5.21 Monitoring

The Contractor shall be monitored by the Department.

5.22 Transition Services

The Contractor shall cooperate fully with the succeeding Contractor for up to two weeks at no additional charge the Department.

Cheryl Brown – Director Of Program Evaluation

As a Contractor, you would have a program evaluator assigned to this specific site to come to evaluate the program. They will meet with the program administrator. You may have contact with the licensing administrator who will be responsible for having contact with you during the licensing period and working to make sure your licenses are up to date.

Policies have to have a protocol in place that is specific to the particular facility. We will be looking at incident reports, to make sure information is submitted in a timely manner and that COMAR requirements are met, and you participate in provider meetings on a quarterly basis.

Marcus V. Filson – Questions and Answer Series

Mr. Filson conducted the Question and Answers portion of the conference. He asked Offerors to submit their questions in writing and make sure that they wrote the organization's name and a contact person on your question and answer forms.

CLOSING REMARKS – Presented by Marcus Filson

The conference minutes and the questions and answers will be posted on eMaryland Marketplace. Any further questions should be e-mailed to me at filsonm@djs.state.md.us or faxed to his office at 410-333-4191. The conference was concluded.

Minutes prepared by Denise Anderson